



water safety
Scotland

Roles and Responsibilities

Water Safety Scotland

Document History

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Roles and Responsibilities

This document provides the roles and responsibilities of the Steering Group of Water Safety Scotland and individual organisations (where appropriate). This document should be read in conjunction with the Terms of Reference and forms part of Water Safety Scotland's governance.

The Steering Group

The Steering Group supports Water Safety Scotland and works to plan and promote its main objectives. The Steering Group is made up of the Chair, Vice Chair and Secretariat. The Steering Group shares collective overall accountability. Decisions made must include all three members and are therefore liable in equal proportion. In special circumstances where the Steering Group fails to reach a satisfactory decision or the subject matter requires extra insight; the issue will be presented to the main Water Safety Scotland group for a vote.

Key Responsibilities

- Accountability for main group meetings, agendas and reviewing all minutes (including subgroup minutes)
- Overall accountability for governance, approval of all branding in line with the branding guidelines
- Member engagement and management
- Approval and support of new subgroups and working groups
- Consultation on all subgroup objectives and activities
- Accountability for all social media
- Overall accountability for the representation of WSS at external events

Chair

The Chair's purpose is to provide leadership to ensure Water Safety Scotland's aims are achieved within the rules of the governing documents (Terms of Reference, Branding Guidelines, Memorandum of Understandings and other governance articles). The Chair represents Water Safety Scotland publically as the figurehead and is responsible for ensuring tasks are completed.

Key Responsibilities

- Responsibility for planning main group meetings, agendas and reviewing minutes
- Ensuring Governance documents are complied with at all times and only activities that are agreed by the Steering Group are progressed
- Representing the group to external organisations (with approval from Steering Group) including the NWSF and Building Safer Communities
- Responsibility for contacting new members to join WSS (in line with the membership process)
- Supporting the Secretariat in branding and logo management
- Ensuring sufficient consideration of issues
- Overall responsibility for WSS decision (as agreed by the Steering Group)
- Promoting consensus among members
- Chair the main group meetings
- Delegating tasks.

Vice Chair

The Vice Chair assumes the role and responsibilities of the chairperson in their absence. In addition to this, the Vice Chair has specific responsibilities within Water Safety Scotland.

Key Responsibilities

- Supporting the planning of main meetings, agendas and reviewing minutes
- Responsibility for ensuring all Governance documents are complied with
- Consultation for the representation of WSS at external events
- Shared responsibility for contacting new members to join WSS (in line with the membership process)
- Supporting the Secretariat in branding and logo management
- Consultation on all decisions related to WSS

Secretariat

The Secretariat's purpose is to support the functionality of Water Safety Scotland. The Secretariat is the reference point for the Chair, Vice Chair and other Water Safety Scotland members.

Key Responsibilities

- Supporting the planning of main meetings, agendas and reviewing minutes
- Sending notice of main group meetings and agendas to all members with any necessary papers
- Responsibility for ensuring minutes are published on website
- Responsibility for ensuring all Governance documents are complied with
- Updating the Terms of Reference and other Governance documents (when applicable)
- Maintaining membership lists and organisation records confidentially in line with the membership process
- Responsibility for the management of branding and logo use (with support and approval from the Steering Group)
- Dealing with correspondence and monitoring social media
- Support and consultation for the representation of WSS at external events
- Consultation on all decisions related to WSS
- Producing an annual report on Water Safety Scotland for members and the public

Specific Organisational Roles

In addition to the roles of the steering group, individual organisations also hold specific roles and responsibilities. These are detailed below:

RNLI

- Responsibility for updating Water Safety Scotland facebook page
- Supporting and promoting WAID

- Accountability for the implementation of Scotland's Drowning Prevention Strategy (shared with RoSPA and RLSS UK)
- Accountability for the Recreation and Suicide subgroups

RoSPA

- Accountability for the implementation of Scotland's Drowning Prevention Strategy (shared with RNLI and RLSS UK)
- Responsibility for updating and managing the Water Safety Scotland website
- Responsibility for updating twitter
- Supporting and promoting WAID as well as carrying out any specific Scotland data requests (under the approval of NWSF)
- Accountability for the Data and Policy subgroups

RLSS UK

- Accountability for the implementation of Scotland's Drowning Prevention Strategy (shared with RoSPA and RNLI)
- Supporting and promoting WAID
- Accountability for the Education and Recreation subgroups

Appendix 1: RASCI

RASCI Responsibility Matrix is a method to help assign responsibility to a specific task. The following roles are applicable:

R – Responsible – who is responsible for carrying out the task?

A – Accountable – who is accountable for the task?

S – Support – who helps to support the task?

C – Consulted – who consults over the task?

I – Informed – who should be kept informed about the task?

See below for Water Safety Scotland's RASCI Matrix.

RASCI Matrix – Water Safety Scotland

Step	Tasks	Steering Group	Chair	Vice Chair	Secretariat	RNLI	RoSPA	NWSF	RLSS UK	Subgroups	Main Group
1	Main Meeting and Steering Group Agendas	A	R	S	S						I
2	Management of main meeting minutes	A	C	C	R						C
3	Implementation of Governance	A	R	R	R						S
4	Terms of Reference Updates	A	S,C	S,C	R						I, C
5	Representation of WSS at external events	A	R	C	S						
6	Membership	A	R	R	S,C						I
7	Monitor and Manage Logo & Branding	A	S	S	R						S
8	Building Safer Communities	A	R	S,C	S,C						I
9	Website	A					R				I, C
10	Twitter	A					R				
11	Facebook	A				R					
12	Education Subgroup	A							R	R	I
13	Suicide Subgroup	A				R				R	I
14	Policy Subgroup	A					R			R	I
15	Recreation Subgroup	A				R			R	R	I
16	Decision Making	R,A	R	C	C						I,C
17	NWSF updates	C	R, A								I
18	WAID updates	I, C				S	R	A	S		I